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PUBLIC INFORMATION ACTIVITIES AND PROGRAMS

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September 30, 1987

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

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## FOREWORD

This order contains policy, responsibilities and procedures for conducting FAA's public information activities and programs. This includes employee information as well as public information.

FAA has a continuing responsibility to keep the public, FAA employees, the aviation community, and all interested governmental agencies informed of its programs and activities. The agency's public affairs program has, as its principal objectives: to ensure public understanding of FAA safety programs; to inform the public about FAA efforts to promote aviation safety; to report and explain what FAA is doing to improve the National Aviation System; to plan and execute a national Aviation Education Program; to inform employees about DOT and FAA programs and priorities; to promote the concept of continued U.S. leadership in world air commerce; to provide recognition and incentives for voluntary achievements, acts, and services contributing to increased air safety, efficiency, and economy; and to inform the public of FAA's commitment to civil rights and to the achievement of civil rights goals and objectives to include improvement of the status of women and minorities.

  
T. Allan McArtor  
Administrator

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## CHAPTER 1. GENERAL

1. PURPOSE. This order contains policy, responsibilities and procedures for conducting FAA's public information activities and programs. These activities and programs include planning, preparing, clearing, presenting, and preserving FAA public and employee information materials intended to convey FAA information to the public, as well as honoring individuals not employed by FAA who have enhanced air safety, efficiency, economy, and commerce. Another activity is the implementation of the planning and execution of the national Aviation Education Program. This order implements Order DOT 1210.5, DOT Public Affairs Management Manual, Order DOT 1323.1A, Annual Report of the Department of Transportation, Order DOT 3450.2, DOT External Recognition and Awards Program, and Order DOT 3450.3, Department of Transportation Award for Heroism.

2. DISTRIBUTION. This order is being distributed to the division level in Washington, to the branch level in the regions and centers, and a limited distribution to each field office and facility.

3. CANCELLATIONS. The following orders are cancelled:

- a. 1000.25A, FAA History Program.
- b. 1000.26A, Annual Report of the Department of Transportation.
- c. 1100.72B, Local Coordinators.
- d. 1200.8B, Public Information Activities and Programs.
- e. 1200.24, Aviation Education.
- f. 1740.8, Videotape Equipment.

4. EXPLANATION OF CHANGES. The major changes concern the addition or revision of the following chapters:

a. Chapter 2, Films, Videotapes, Exhibits, Broadcasting, Advertising and Audio-Visuals, contains new and more stringent clearance and procedural requirements established by the Office of the Secretary of Transportation. This chapter incorporates procedures and responsibilities found in Order DOT 1210.5, Public Affairs Management Manual, and Order 1740.8, Videotape Equipment.

b. Chapter 3, Use of FAA Facilities and Personnel for Commercial or Theatrical-Type Motion Picture, Videotape, Radio and Television, and Literary Activities, adds a provision requiring region/center public affairs officers to coordinate with headquarters public affairs when contacted by national news media on items having potential national impact.

c. Chapter 5, History Program, is a new chapter incorporating the procedures previously contained in Order 1000.25A, FAA History Program.

d. Chapter 6, Aviation Education, is a new chapter which incorporates the policy and procedures previously contained in Order 1200.24, Aviation Education.

e. Chapter 8, Local Public Affairs Program, describes the public affairs functions of local coordinators. This chapter incorporates the provision of Order 1100.72B, Local Coordinators.

## 5. DEFINITIONS.

a. Public information material. All news releases, magazine articles, public-use publications (such as brochures, pamphlets, journals, etc.), motion pictures, video and audio tapes, slide presentations, radio/television news feature or public service copy and productions, speeches for public release, exhibits, posters, external recognition and awards, historical materials for the public archives, advertising and all other material designed to inform the general public of FAA activities and policies.

b. Policy-making. All first-time public announcements of anticipated programs, policies, and expenditures; subjective evaluations of existing or future aviation policies and systems; and proposed rulemaking.

### c. Public.

(1) General Public. All persons who are neither users nor consumers of FAA services, or considered members of a special public.

(2) Users. Individuals engaged in aviation who depend on FAA services (e.g., pilots, airport operators).

(3) Consumers. Final users and/or purchasers of aviation goods and/or services (e.g., airline passengers) as well as those people directly affected by aviation (i.e., aircraft noise).

(4) Special Public. Elected officials, political appointees, and other employees of Federal, state and local governments; aviation constituents; trade and professional organizations; women's and minority group organizations; and other influential groups of special interest to FAA.

d. Publications. Printed material designed and published for use outside the agency, including any one-time publications not within an "established system" (see paragraph 102).

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e. Periodicals. All publications as specifically defined in OMB Circular No. A-3, Government Periodicals, produced for public use, published either as a series or produced at regular or intermittent intervals, or published within an "established system." Excluded are publications construed to cover laws, regulations, instructions, opinions, decisions, official notices, circulars, and internal information bulletins. Also excluded are strictly administrative reports, memoranda, statistical material and other information required exclusively for the use of the issuing office or service in the transaction of its routine business.

f. Audio-Visuals. All preparation, production, and distribution of copy, film, tape and other material intended for use by electronic public broadcast (radio and television) media (see paragraph 103).

g. Films. All efforts relating to the production of motion pictures, including scripts, photography, props, etc., whether for broadcasting purposes or other types of public presentation. This includes the category of film traditionally known in FAA as the "Technical Film Report."

h. Exhibits. All production of displays designed for public viewing in or outside government facilities (e.g., conventions, fairs, Federal buildings, and industry meetings).

i. Speeches. All addresses and remarks by FAA officials at public forums and other events. Includes presentations delivered formally or informally to government, industry, business, professional, civic, fraternal, and other specialized groups and organizations.

j. Statements. All commentaries and opinions issued publicly, whether written or spoken, concerning agency operations, activities, and policies.

k. News Conferences. All meetings called on behalf of officials of FAA for the purpose of briefing one or more accredited news media representatives with either prepared or extemporaneous remarks.

l. Awards. All programs designed to give the agency's official recognition to individuals not employed by FAA who have helped to enhance flight safety, promote air commerce, improve aeronautical economy and efficiency, increase equality of opportunity for employment of women and minorities in aviation-related occupations, and contribute to an improved aviation environment.

m. Public Affairs Officer. The regional or center official handling public information responsibilities.



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6. POLICY. The planning, development, clearance, and release to the public of FAA informational materials and the release or publication of policy-making statements or documents shall be subject to review by the Office of Public Affairs. The words "release or publication" shall be construed as making information or materials available for distribution by any means whatsoever. The Office of Public Affairs and each regional and center public affairs officer are responsible for monitoring and coordinating the overall public information programs of FAA to ensure that the agency's policies and programs are reflected in a timely, comprehensive, and accurate manner.

7. RESPONSIBILITIES.

a. The Assistant Administrator for Public Affairs, regional and center directors, and designated regional and center public affairs officers are responsible for the official release of FAA material (covered by this order and not included under the Freedom of Information Act) to the media. To facilitate the timely flow of information, regional directors may delegate authority to field levels to release material of a local interest nature.

b. The Assistant Administrator for Public Affairs shall ensure compliance with coordination and clearance requirements established by the Office of the Secretary of Transportation.

c. The Assistant Administrator for Public Affairs will authorize the official release of official information of the following nature:

(1) Matters, incidents, or events of national interest, or which have or could have a national reaction.

(2) New policies, procedures, and air regulations which affect national aviation or the national airways system.

(3) FAA planning, the implementation of which will have a national impact.

(4) Coordinated programs and events which involve or affect more than one region.

(5) All contracts, grants and grant-in-aid of over \$100,000 and any others regardless of amount which may have significant public interest or other public value except for:

(a) Contracts for "off-the-shelf" commodities.

(b) Contracts awarded by the FAA Aeronautical Center.

(c) Contracts awarded by FAA regional offices.

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- (6) Major and/or significant research and development achievements of
- (7) Major FAA organizational and personnel changes.
- (8) Matters, incidents or events within a given region which, in the judgment of the director concerned, can subsequently become of national interest or impact.
- (9) All field originated news releases with policy-making implications.
- (10) All speeches and articles for public release delivered or signed by the Administrator and Deputy Administrator.
- (11) All motion pictures, film clips, video and audio tapes, slide presentations, and radio and television copy originating at headquarters or field-originated with policy-making implications.
- (12) All periodicals, brochures, pamphlets, posters and exhibits designed for public display or use originating at headquarters or field-originated with policy-making implications.
- (13) All institutional advertising in any medium.

d. Regional and center public affairs officers will be the FAA source for release of all other information relating to their respective organizations and activities; and for supplemental releases concerning matters listed in paragraph 7c, as deemed appropriate by the Regional Director. All field originated news releases with DOT/FAA policy-making implications will be coordinated with APA for clearance with the Office of Public Affairs, OST.

e. Public affairs officers will be guided by the provisions of Order 1200.23, Public Availability of Information, Order 1600.2B, National Security Information, and Order 1600.15D, Control and Protection of "For Official Use Only" Information, with respect to limitations and/or prohibitions on the release and dissemination of FAA information. Public affairs offices will also consult with and be guided by the servicing security element manager concerning requests for use of FAA facilities for the production of commercial or theatrical-type motion pictures and videotapes.

f. Public affairs officers will be guided by the provisions of Order 8020.11, Aircraft Accidents and Incidents--Notification, Investigation, and Reporting, concerning the release of information during accident and incident investigations.

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g. Public affairs officers will be guided by the provisions of Order 2150.3, Compliance and Enforcement Program, in publicizing significant legal enforcement actions which are final (e.g., orders, civil penalty settlements), whenever such action is likely to be of significant interest to the public or the media. No initial enforcement action document relating to any type of certificate holder should be made available to the public after a request for it until the Assistant Administrator of Public Affairs has approved its release.

h. Each organizational element shall be responsible for assuring that material prepared for public and employee information purposes in no way suggests discrimination based on race, color, religion, sex, national origin, age, or physical or mental handicap, nor portrays minorities, men, or women in stereotypical or demeaning roles.

8. AUTHORITY TO CHANGE THIS ORDER. The Assistant Administrator for Public Affairs may approve changes to this order, after appropriate coordination, except changes in policy, delegations of authority, and assignment of responsibility.

9.-19. RESERVED.

**CHAPTER 2. FILMS, VIDEOTAPES, EXHIBITS, AND AUDIOVISUALS**

20. PURPOSE. This chapter prescribes procedures for the approval, review, production, and release of films, videotapes, exhibits, and other audiovisual products proposed for production by all FAA elements.

21. SCOPE. The provisions of this chapter apply to all organizational elements within FAA, and to all productions, with the sole exception of unedited silent motion picture and videotape footage used exclusively for technical documentation, internal training, instrumentation, and related record-keeping purposes.

22. GENERAL. FAA sponsors and makes available videotapes, motion pictures, exhibits, radio and television news features, radio and television public service announcements, slide shows and other audiovisual material for showing to elements of the aviation community, agency employees and, on occasion, the public at large.

23. DEFINITIONS. The elements governed by this order include all expenditures for equipment, supplies, services, productions, travel, and distribution, regardless of manner of funding, and are identified as follows:

a. Audiovisual Productions.

(1) All productions combining sound and picture, whether motion picture film, videotape (half inch, three quarter inch, one inch or two inch format), or slide-sound shows, whether intended for public or internal use, with the exception of those materials defined in paragraph 101.

(2) All sound productions intended for electronic public broadcast or other public use.

(3) All picture productions, whether film, videotape, or slide, intended to be used in conjunction with sound or voice for electronic public broadcast or other public distribution.

b. Films. All efforts relating to the preparation and production of sound motion pictures.

c. Videotapes. All efforts relating to the preparation and production of videotapes, other than simple recording of "off air" broadcast news stories and events, or materials defined in paragraph 21.

d. Exhibits. All production of displays which involve design and fabrication and are intended for viewing by the general public.

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e. Audiovisuals Production Equipment. All equipment designed, manufactured, or intended for the production of audiovisuals including motion picture cameras, video cameras, video recorders, editing equipment, etc. Replacement parts, projection and playback equipment are not covered by this order.

24. AUTHORITY. The Office of Public Affairs is charged with the responsibility of assuring that audiovisual productions of the agency are carried out and completed in conformance with Department policy and high standards of quality and that audiovisual production is conducted in an economical and effective manner.

25. PROCEDURES. Audiovisual actions by FAA elements are subject to review as follows:

a. All existing, planned, or expanded audiovisual production activities and facilities shall be in conformance with the provisions of OMB Circular A-114, Management of Federal Audio-Visual Activities, OMB Circular A-76, Performance of Commercial Activities, and Order 2510.12B, FAA Commercial/Industrial Activities.

b. All requirements for exhibits, motion pictures, and major audiovisual productions governed by this order are to be submitted to the Office of Public Affairs for review and approval at least four weeks prior to the proposed production starting date. For those projects requiring contractual production, services will be accompanied by Form DOT F 4200.1, Procurement Request Form, which has been signed by an authorized requisitioner and which designates appropriate accounting data.

c. Each audiovisual request shall include at least the following:

- (1) Purpose of the project.
- (2) Subject matter to be covered and how it meets a compelling agency goal.
- (3) Identification of the intended audience.
- (4) Identification of the program or programs the production is intended to support.
- (5) Explanation of why the requested medium is considered preferable to other possible media.
- (6) Identification of other offices with which the proposal has been or should be coordinated, including the result of any prior coordination.
- (7) An indication of when the completed production is needed to satisfy program plans.

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(8) Guidelines to be used in establishing the number and distribution of copies to be procured, and audience priorities for showing.

(9) The name, title, and telephone number of the designated technical adviser.

d. All requirements for acquisition of new videotape equipment are to be submitted to the Office of Public Affairs for review and approval. Requests should be submitted in writing with a procurement request which includes an signature line for APA-100 approval.

e. All audiovisual materials originally prepared for internal training or technical documentation purposes (as defined in paragraph 21) and which subsequently are proposed for use externally must be reviewed and approved in advance by the Office of Public Affairs.

f. FAA organizational elements wishing to prepare and distribute audiovisual materials covered by this chapter will submit their requests to the Office of Public Affairs.

g. FAA personnel shall not appear as performers in agency audiovisual productions except:

(1) When they are performing in their own jobs.

(2) Where successful completion of the production depends on availability of specialized skills or technical knowledge which are not readily available from professional acting sources and cannot be adequately provided for by use of a prepared script.

(3) When they are playing roles developed for training purposes in connection with their jobs, and such roles shall not make use of a prepared script.

(4) When performance in such roles will not subject them to health or safety hazards which exceed those normally encountered in the performance of their own jobs.

h. FAA organizational elements may not fund or sponsor motion pictures or other audiovisual products, through grants or as part of contracts issued for research, evaluation, or study projects, unless such an arrangement is specifically approved in advance by the Office of Public Affairs.

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i. Both the Mike Monroney Aeronautical Center and the FAA Technical Center have capability to provide in-house videotape services as well as technical advice. However, videotape operations at these locations are in place primarily to support their own functionally assigned missions. Any requests from other FAA organizational elements for videotape services from either center (including through reimbursable agreements) must be approved in writing and with the prior approval of the Office of Public Affairs.

j. All audiovisual presentations produced and sponsored by FAA will reflect sensitivity to equal employment opportunities throughout FAA. No FAA job or job-holder is to be stereotyped by race, color, religion, sex, national origin, age, or physical or mental handicap.

26.-29. RESERVED.

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CHAPTER 3. USE OF FAA FACILITIES & PERSONNEL FOR COMMERCIAL OR  
THEATRICAL-TYPE MOTION PICTURE, VIDEOTAPE, RADIO AND  
TELEVISION, AND LITERARY ACTIVITIES

30. PURPOSE. This chapter establishes guidelines and procedures governing the use of FAA facilities and personnel for the production of commercial or theatrical-type motion picture, radio and television, and literary activities.

31. GENERAL. FAA has the responsibility to promote and stimulate public awareness concerning its mission and activities. In support of this responsibility, the agency will extend the temporary use of appropriate facilities and personnel for the production of commercial or theatrical-type materials about FAA activities provided the materials:

- a. Will contribute to public understanding of FAA.
- b. Will not inhibit the conduct of FAA operations.
- c. Will not impair any functions of Government personnel or damage Government property.
- d. Will not result in a cost to the Government.
- e. Will not implicitly or explicitly compromise FAA's fair and impartial relationships with aviation organizations, industry, news media, and community organizations, or imply any endorsement of products by FAA.

32. PROCEDURES.

a. Motion Picture and Videotape Activities.

(1) All requests, except those from bona fide news organizations, for use of FAA facilities for the production of commercial or theatrical-type motion picture films and videotapes shall be submitted in writing to the appropriate regional or center director, Attention: Public Affairs Officer. Requests involving facilities under the jurisdiction of more than one director are to be forwarded to the Office of Public Affairs. As a prerequisite for consideration, a request must include:

- (a) Name of producer, and sponsor if applicable.
- (b) Story objective and purpose of film or videotape.
- (c) Proposed areas of public exposure.
- (d) Specific facility or facilities envisioned for use in the film and proposed date(s) required.



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(e) Consent to submit the script and completed film (preferably at the interlock stage) or tape for FAA review prior to public release.

(f) Agreement to hold FAA harmless from all liability arising from the use of the requested facility or facilities.

(g) Satisfactory evidence of insurance or other financial capability to cover potential claims by third parties and the Government.

(h) Applicable provisions of this order to be included in the agreement.

(2) If upon review and coordination the public affairs officer concerned determines that the proposed film or tape production conforms to the provisions of paragraph 41, the producer may then be authorized by the issuance of a proper agreement to proceed with the filming or videotaping of the facility or activity requested. Agreements will be processed through normal contract channels and be subject to legal review. Appendix 4, Sample Agreement Governing the Use of FAA Facilities and Personnel, must be prepared before proceeding with proposed production.

(3) Notwithstanding paragraphs 32a(1) and 32a(2), authorization for use of any FAA facility for the purposes stated in this order shall be denied in accordance with paragraph 107 of Order 1400.8, Equal Opportunity in FAA Employment, to any producer or organization that practices discrimination based on race, color, religion, sex, national origin, age, or physical or mental handicap.

(4) Script and completed film or tape submitted in accordance with paragraph 32a(1)(e) shall be reviewed to verify that the material conveys an accurate and honest portrayal of the facility or activity filmed. If the material meets these criteria, the public affairs officer concerned may suggest appropriate wording submitted by the producer to be used as a credit line. In addition, the public affairs officer, at his/her discretion, may request that visual or verbal evidence of FAA assistance--so-called "plug" (e.g., FAA sign on a door) be included. If the public affairs officer finds the completed film or script to be contrary to the criteria, and the producer declines to make suggested changes, the public affairs officer may, with approval of the director, withhold approval for the use of a credit line referring to FAA, and may deny further cooperation to the producer concerned. A report of actions under the latter provision shall be provided the Office of Public Affairs.

(5) Motion picture films and videotapes made under the provisions of this order should not be reused or released for reuse for other productions by the producer without prior notification to the appropriate public affairs officer.

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Par 32

(6) The provisions of the order do not apply to conventional news coverage by bona fide news media.

(7) An FAA employee at an official work station can decline to be photographed by an FAA or non-FAA photographer; the employee can decline to allow photographs, if taken, to be used in both FAA and non-FAA publications; and an FAA manager can decline to allow photographs to be taken in an FAA facility by any photographer. This applies to motion pictures as well as to still pictures.

b. Radio and Television Activities. Public affairs officers are responsible for cooperating with radio and television representatives in the accomplishment of the public affairs program. Care should be taken to ensure that programs in which cooperation is given conform to these general guidelines:

(1) Program cooperation must not interfere with essential operational activities or with duties of employees involved.

(2) Accuracy, propriety, good taste and adherence to policy considerations are mandatory.

(3) Fair and impartial relationships should be maintained with competing radio and television outlets as well as with other media.

(4) Official FAA contacts with representatives of the national radio and television media will be by or through the regional public affairs officer or the Office of Public Affairs.

(5) Regional/center public affairs officers, when contacted directly by the national news media, shall advise the Office of Public Affairs.

(6) The approving authority for FAA cooperation in regional radio and television programs is the public affairs officer of the region or center concerned.

(7) The approving authority for FAA cooperation in local radio and television programs is the public affairs officer of the region or center concerned. Regional directors may further delegate approving authority, as appropriate, to lower organizational echelons to facilitate local activities.

c. Magazine and Book Activities. Magazines and books can be very effective in informing the public. Public affairs officers are encouraged to:

(1) Assist editors and writers, upon request, by researching and supplying facts and materials on subjects relating to FAA.

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- (2) Process promptly all requests from national media representatives for assistance and permission to visit facilities, sites, and installations.
- (3) Review for factual accuracy and policy submitted manuscripts and articles, and effect coordination with the Office of Public Affairs, as appropriate.
- (4) Review for factual accuracy and policy manuscripts on FAA matters authored by employees and intended for publication in national magazines, newspaper supplements, and books.
- (5) Maintain coordination with the Office of Public Affairs on magazine and book matters to prevent duplication of effort in story ideas.
- (6) Publicize magazine articles and books about the agency through appropriate internal information media and library facilities.
- (7) Advise local media about articles and books on FAA activities and subjects.
- (8) Assure that thorough coordination is completed for all material prepared for public dissemination. It is the responsibility of the public affairs officer concerned to effect prompt coordination of releases, stories, articles and responses with appropriate offices and officials to ensure factual accuracy and conformance with established policy.

33.-39. RESERVED.

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#### CHAPTER 4. RECOGNITION AND AWARDS FOR INDIVIDUALS NOT EMPLOYED BY THE FEDERAL AVIATION ADMINISTRATION

40. PURPOSE. This chapter describes a program to honor individuals not employed by FAA who have made aviation safer, more economical, and/or more efficient. It defines procedures and criteria for recognizing those individuals whose contributions are compatible with the mission of the FAA and which have markedly benefited the aviation community and the American public, either at the national, local, area, or regional levels. In addition, it contains information concerning the Department of Transportation Award for Heroism. It also contains information concerning Joint FAA/Industry Awards Programs, consisting of the Annual Aviation Mechanic Safety Award and the Flight Instructor of the Year Award.

41. GENERAL. These awards are designed to give the agency's official recognition to individuals or groups of individuals not employed by FAA for services, acts, and achievements that have helped to develop and improve flight safety, air commerce, the aviation environment, aeronautical economy and efficiency, or in the furtherance of minority and women's business and employment programs at airports and other aviation installations. Eight categories of awards will differentiate accomplishments:

- a. Award for Extraordinary Service.
- b. Award for Distinguished Service.
- c. Certificate of Commendation.
- d. Certificate of Appreciation.
- e. Aviation Environment Award.
- f. Department of Transportation Award for Heroism.
- g. Annual Aviation Mechanic Safety Award.
- h. Flight Instructor of the Year Award.

#### 42. DEFINITIONS.

a. Award for Extraordinary Service. This is the agency's highest award to honor individuals not employed by FAA and consists of a gold medal, lapel ribbon, and a certificate with the two-color embossed DOT seal signed by the Administrator. To be eligible, the nominee must have accomplished one or more of the following:

- (1) Displayed extraordinary heroism in advancing aviation in the public interest.

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(2) Exhibited remarkable ingenuity in developing or applying scientific, technological or engineering procedures that directly and tangibly improve aviation.

(3) Provided extraordinary leadership in advancing administrative matters on behalf of this country's national aviation missions and objectives.

(4) Negotiated exceptional coordination and/or cooperation in matters pertaining to foreign air affairs or international aviation.

b. Award for Distinguished Service. This is the agency's second highest award to honor individuals not employed by FAA and consists of a silver medal, lapel ribbon, and a certificate with the two-color embossed DOT seal signed by the Administrator. To be eligible, the nominee must have accomplished one or more of the following:

(1) Displayed unusual courage in advancing aviation in the public interest.

(2) Rendered distinguished service in the public interest on behalf of aviation, with emphasis on flight safety.

(3) Achieved outstanding results in efficiency and/or economy of unique benefit to the national aviation system or international aviation.

c. Certificate of Commendation. This is the agency's third highest award to honor individuals not employed by FAA and consists of a certificate with the two-color embossed DOT seal and appropriate citation signed by the Administrator or by the regional director when so directed by the Administrator. To be eligible, the nominee must have accomplished one or more of the following:

(1) Rendered a special act or service contributing to overall national aviation in a variety of areas such as aviation education, research, technical procedures, management improvements, aircraft design, noise abatement or legislative developments. These might include:

(a) Contributions through science, technology or engineering, with particular emphasis on the use of aircraft or aeronautical systems.

(b) Ideas for advancement of the National Airspace System which are in the public interest or result in tangible or intangible benefits to FAA.

(c) Development of administrative, legal, or policy innovations that result in extraordinary, distinguished, or commendable benefits to aviation, including aesthetic and cultural and civil rights advancements.

(d) Activities in foreign or international aviation affairs which facilitate agency missions, policies, or procedures.

d. Certificate of Appreciation. This is the fourth highest agency award and consists of a certificate with the two-color embossed DOT seal and appropriate citation signed by the regional or center director or whomever they might designate. It is similar to the Certificate of Commendation; the difference is that it recognizes achievements that are local or regional in scope, affecting a smaller segment of the aviation community or public-at-large.

e. Aviation Environment Award. This program recognizes efforts by individuals and organizations to enhance the environment affected by or related to aviation.

f. Department of Transportation Award for Heroism. This award is designed to recognize individual acts of heroism, which result in the avoidance of a disaster and/or the saving of life, by persons not employed by the Department.

g. Annual Aviation Mechanic Safety Award. This award gives recognition to aviation mechanics making outstanding contributions to air safety through maintenance practices.

h. Flight Instructor of the Year Award Program. This award gives recognition to flight instructors making outstanding contributions to air safety through flight instruction practices.

#### 43. REQUIREMENTS.

a. Awards listed in paragraphs 42a, 42b, 42c, and 42e shall be authorized by the Administrator, who will make the final decision on nominations.

b. The Office of Public Affairs will review the nominations for the awards listed in paragraph 42 and make recommendations to the Administrator and Deputy Administrator regarding granting them.

c. Regional or center directors shall have the authority for decisions relating to nominations for the Certificate of Appreciation.

d. The Office of Public Affairs and regional and center public affairs offices shall administer the awards program as it applies to individuals not employed by FAA, including processing nominations, securing awards and publicity, organizing award ceremonies and managing other related details.

e. The Office of Public Affairs is responsible for submitting all recommendations for the DOT Award for Heroism to the Department of Transportation, through the Administrator.

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**44. PROCEDURES.****a. Award for Extraordinary Service and Award for Distinguished Service.**

Nominations for these awards will be handled in the following manner:

(1) Recommendations must be addressed to the Office of Public Affairs. In the cases of non-U.S. citizens, the Office of Public Affairs will forward the nominations to the Office of International Aviation for coordination with the Department of State.

(2) Recommendations must identify the nominee, giving full name and current address and must describe the service or accomplishment, and suggest the appropriate award category.

(3) Recommendations must be submitted within one year of the action or achievement for which the award is being given.

(4) Recommendations must be accompanied by a proposed citation of 50 words or less summarizing the major point of the accomplishment.

(5) Supporting technical evidence and/or articles published in connection with the accomplishment should be enclosed.

**b. Certificate of Commendation and Certificate of Appreciation.**

Nominations for these awards will be handled in the following manner:

(1) All awards shall be approved by the regional or center director, or deputy director, who will make the final decision on nominations.

(2) Nominations made by facility managers will be forwarded through the public affairs officer and the operating division to the regional or center director for final approval.

(3) Awards will be presented by the regional or center director or deputy director, or upon his/her specific instructions, by an appointed delegate.

(4) The Office of Public Affairs will furnish, upon request to each regional or center public affairs officer, a standard blank form for preparing the certificate.

(5) The regional or center public affairs officer will provide the certificate, publicity, and other appropriate assistance.

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c. Aviation Environment Award Program.

(1) Objective. This program is intended to recognize efforts by airport operators, airport users, local units of government, citizens, manufacturers, planners, architects, designers, or others for outstanding design, notable restorations, preservations or efforts to enhance the environment affected by, or related to, aviation.

(2) Criteria. Persons or organizations are eligible for the FAA award on the basis of developing or implementing a program for enhancing environmental quality in the following areas:

(a) Aircraft noise reduction, control or abatement activities.

(b) Airport land use compatibility plans or controls.

(c) Protection of environmentally critical resources, e.g., public parks, recreation areas, wildlife refuges, wetlands, historic and archaeological sites.

(d) Promotion of public participation in efforts to enhance environmental quality.

(e) Aircraft or airport emissions reduction, control or abatement activities.

(f) Architecture, landscape architecture, the use of graphic arts, and other design considerations to improve the airport and its environs.

(3) Nominations. Any person or organization may be nominated for the award by any interested individual or group. Nominations should consist of the following:

(a) A brief statement identifying the person or organization.

(b) A detailed description of the environmental accomplishment (within the previous 12-month period) and the degree of community participation.

(c) As appropriate, color and/or black and white photographs or other graphics preferably showing, where possible, "before" and "after" situations.

(d) A proposed citation, 50 words or less, summarizing the major accomplishments.



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(e) Supporting evidence such as correspondence, published articles, and other pertinent data.

(f) Nominations should be sent to the Office of Public Affairs (APA), Federal Aviation Administration, 800 Independence Avenue, SW., Washington, DC 20591.

(g) The most outstanding and relevant of the FAA award recipients may be nominated by APA to DOT for consideration in the Secretary's awards program.

d. Department of Transportation Award for Heroism.

(1) Criteria. To be eligible for the award, a person must:

(a) Be employed in or directly associated with a transportation-related industry or activity and perform an act of heroism that endangers their own life, including, but not limited to, an attempt to save the life of another. The heroic act must be one that would not be expected in the performance of regular duties.

(b) Perform an act of heroism that endangered their own life, which was an attempt to prevent a wreck, disaster, or grave accident in any mode of transportation. Under this criterion, the nominee need not be employed by a transportation-related industry.

(2) Procedures.

(a) Each office, service, region and center that has a nominee for the Department of Transportation Award for Heroism should submit the nomination to the Office of Public Affairs. The Office of Public Affairs is responsible for submitting all recommendations for the award to the Office of the Secretary, through the Administrator.

(b) Recommendations must identify the nominee, giving full name and current address and must fully describe the act of heroism.

(c) Supporting material, including affidavits (made by witnesses testifying of their own knowledge and made before an officer duly authorized to administer oaths and containing that official's seal), newspaper articles that describe the event, and any other pertinent information should be included. The affidavits should state the location (name of the town, city, village, or landmark) in or near which the incident occurred, the date, time of day, weather conditions, and any other pertinent information.

(d) Recommendations must be accompanied by a proposed citation of 100 words or less summarizing the achievement.

(e) Recommendations must be submitted within 2 years of the heroic act.

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e. Joint FAA/Industry Award Programs.(1) Objectives.

(a) Annual Aviation Mechanic Safety Awards Program. These awards give recognition to the aviation mechanics making outstanding contributions to air safety through maintenance practices. The national effort enables the public to recognize the importance of the mechanic in aviation safety. It also serves to focus the aviation mechanic's attention on the vital role he plays in the practice of aviation maintenance.

(b) Flight Instructor of the Year Award Program. The Flight Instructor of the Year Award gives recognition to the flight instructor making outstanding contributions to air safety through flight instruction practices. The goals of this effort are to recognize the importance of the flight instructor, to maintain a close working relationship between the flight instructor and the FAA and to publicize the professionalism of the flight instructor in this vital safety role.

(2) Responsibilities.

(a) These programs are conducted by national organizations representing the general aviation industry. They will produce entry forms and other promotional material, and coordinate arrangements for selecting winners. Chairmanship and coordination responsibilities will rotate from year to year.

(b) FAA Accident Prevention Specialists will act in an advisory capacity and assist in seeking nominations for both programs. In this capacity, they will:

1 Make available at safety meetings, seminars, and clinics entry forms and other printed materials describing the program.

2 Counsel their Accident Prevention Counselors on the program, recommend their support, provide them with printed materials as may be available, and organize their solicitation efforts.

3 Notify the regional public affairs officer when the program is conducted, and who the regional winners are.

(c) Accident Prevention Counselors will distribute printed materials, solicit nominees for both programs, and assist in the selection of local winners.

(d) FAA Regional Public Affairs Officers will assist Accident Prevention Specialists in promoting the awards program in the regions, and the Office of Public Affairs will manage the annual national awards ceremony if held at the Washington headquarters.

45.-49. RESERVED.

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## CHAPTER 5. FAA HISTORY PROGRAM

50. PURPOSE. This chapter provides for the operation of an official history program in the FAA.

51. OBJECTIVES. The principal objective of the FAA History Program is to preserve the agency's institutional memory and thereby provide FAA managers with a clear perspective of the past as an aid in dealing with current and future problems. The program pursues this objective by engaging in the following activities:

- a. Maintaining a small repository of key historical documents.
- b. Advising the FAA Records Manager in the preservation of historical records and other documents of historical value, consistent with the agency records-management program.
- c. Providing a historical reference and research service to the FAA, other Federal agencies, and the public.
- d. Conducting an oral history program.
- e. Producing chronologies, historical monographs, narrative histories, and other historical material to meet identified FAA needs; or providing for the preparation of such material by members of educational or other institutions.
- f. Maintaining liaison with other agencies, the aviation industry, and the academic community concerning the history of aeronautics and of FAA.
- g. Preparing the FAA chapter to the Department of Transportation Annual Report.
- h. Preparing the FAA portion of the Department of Transportation chapter to the Aeronautical and Space Report of the President.
- i. Preparing, at the request of the offices and services, ad hoc reports or historical studies on special topics.

## 52. RESPONSIBILITIES.

- a. The primary responsibility for the history function of FAA shall reside in the Agency Historian.
- b. Each office, service, region, and center, and each of its constituent elements, shall cooperate with the agency historian in the discharge of the historian's responsibilities as they relate to that organization and its activities.

**53. PRINCIPLES OF OPERATION.**

a. The agency historian shall have access to all persons and records of FAA that he or she deems necessary to the effective and efficient conduct of the historical function. Nothing in this provision shall be construed to give the agency historian access to personnel records protected by the Privacy Act.

b. Historical works shall be prepared according to the prevailing practices and canons of the historical profession.

c. Special reporting requirements shall not be imposed upon offices, services, regions, or centers for historical reports, except as necessary for specific purposes.

**54.-59. RESERVED.**

## CHAPTER 6. AVIATION EDUCATION

60. PURPOSE. This chapter contains policy, goals, and procedures concerning FAA's aviation education responsibilities.

61. BACKGROUND. Appendix 1, Public Law 94-353, Section 21, requires FAA to establish a Civil Aviation Information Distribution Program in each region. FAA can provide a vital link in assisting all segments of education in creating a better learning atmosphere and understanding of the social, technological, environmental, economic and career opportunities for people and their communities. The Administrator acknowledged this by directing a revitalization and expansion of FAA's role in aviation education.

62. SCOPE. The Aviation Education Program encourages increased public awareness and understanding of:

- a. The role of the national air transportation system in modern society.
- b. The history of aviation and its economic and social impact upon the world.
- c. Airport Systems Development, including the National Plan of Integrated Airport Systems (see appendix 2, National Plan of Integrated Airport Systems Conference Report).
- d. Airway Systems Development, including the National Airspace System Plan, the Airways Modernization Plan, and programs directed toward increasing the capacity and efficiency of the National Airway System.
- e. Programs intended to improve Aviation Safety, including Flight Operations, Airworthiness, Aviation Medicine, and Civil Aviation Security.
- f. Human Relations and Resource Management Plan with maximum emphasis on education and communications.
- g. Airway Science and Mathematics to include:
  - (1) Airway Science Management.
  - (2) Airway Computer Science.
  - (3) Aircraft Systems Management.
  - (4) Airway Electronic Systems.
  - (5) Aviation Maintenance Management.

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- h. The Aerospace Environment and Meteorology.
- i. Principles of Flight, Aerodynamics, and Navigation.
- j. The Theory of Engines and their use in aviation.
- k. The encouragement of young people to plan careers in aviation or air transportation.

63. POLICY. To assure a technically qualified workforce, with representation of minorities and women which is fully representative of the Nation's population, able to meet the challenges of changing technology, it shall be the policy of FAA to support education at all levels within the limits of our capability to do so (see Appendix 3, Policy Statement on Aviation Education).

64. GOALS. The goals of the FAA Aviation Education Program are to support the enhancement, in fact and perception, of FAA's preeminence as the world aviation authority by assuring the availability of qualified, and representative, human resources and by increasing public understanding of the economic and social importance of an efficient air transportation system as an integral part of our total airports and surface transportation systems. To accomplish these goals, FAA will:

- a. Make use of tested aviation education techniques in working with students, educators, representatives of local, state and federal government agencies as well as appropriate industries, organizations, and members of the public.
- b. Involve FAA employees as resource persons in sharing their knowledge and expertise with those who will use it in planning and carrying out aviation education programs, projects, and activities.
- c. Provide expert advice and materials to public and private schools, colleges, universities and allied professional education associations and organizations including state, county, and city departments of education.
- d. Ensure that FAA's mission attainment makes the fullest possible use of existing resources both within and outside the agency.
- e. Strengthen and refine the aviation education programs within each FAA region.
- f. Acquaint young people with the full potential of finding careers in aviation, airports, and air transportation systems.
- g. Increase the awareness level of school administrations, teachers, students and the public-at-large concerning the role of aviation and airports in an integrated transportation system.

h. Serve as a "clearinghouse" of aviation education ideas, input, information, and materials, to be collected, distributed, and made available upon request to educators, government, and aviation interests and the public-at-large.

i. Work to counteract the loss of airports and to aid the broad educational community in understanding how environmentally sound and acceptable airport and heliport systems may be planned and developed.

j. Broaden perspectives of student and adult populations as to how aviation and airports, as a integral part of our total transportation system, can bring about a more balanced population pattern and an improved quality of life.

k. Institutionalize the aviation education plan and administer it on a decentralized basis through the FAA regions and centers.

65. RESPONSIBILITIES. The Office of Public Affairs will coordinate the program activities with the regions. The roles, responsibilities, and relationships between the Office of Public Affairs and field facilities are described as follows:

a. The Office of Public Affairs will:

(1) Provide overall policy and professional aviation education guidance.

(2) Evaluate and develop aviation education materials for distribution.

(3) Establish a "clearinghouse" system of aviation education resource data collection and a system of dissemination and distribution.

(4) Encourage and maintain cooperative relationships with key groups and individuals including federal, state and local government officials and agencies, industry, public and private schools, colleges and universities and education-related organizations, including professional, social, service and civic organizations with mutual interests in aviation education.

(5) Develop information services support for special projects such as topical writing contests, aviation-related design competitions and formulation of educational strategies, including aviation education software program design for use with home and school computers.

(6) Develop and maintain an appropriate recognition program for both FAA personnel and others participating in the Aviation Education Program.

(7) Evaluate the Aviation Education Program on a continuing basis by analysis of field reports.

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(8) Enlist the active support of private aviation interest groups, individuals and organizations and appropriate governmental agencies in a coordinated effort to implement programs that promote aviation education.

b. The Office of Personnel and Technical Training will provide overall policy guidance and administer the Airway Science Curriculum Demonstration Program and the Airway Science Grant Program.

c. The regions will:

(1) Provide regional Aviation Education Program direction and coordination.

(2) Designate a Regional Aviation Education Coordinator.

(3) Identify, select, and train local Aviation Education Facilitators to carry out program objectives and activities in local communities at or near FAA facilities.

(4) In accordance with regional needs, identify and communicate with the appropriate federal, state and local agencies as well as individuals in education.

(5) Develop local aviation education resources within FAA and the private sector.

(6) Develop and maintain a regional Aviation Education Resource Center that includes the variety of aviation education materials available from all government agencies, from industry and other organizations.

(7) Report significant regional Aviation Education Program activities through the regional director to the Office of Public Affairs.

(8) Evaluate the regional Aviation Education Program on a continuing basis by analysis of field reports.

(9) Work and cooperate with established Aviation and Aerospace Education Programs in the implementation of the Aviation Education goals and procedures.

(10) Enlist the active support of private aviation interest groups, individuals and organizations in the region and appropriate governmental agencies in a coordinated effort to implement programs that promote aviation education.



d. Local Aviation Education Facilitators will:

- (1) Plan and coordinate tours of FAA facilities for educational groups.
- (2) Coordinate access to FAA technical resource personnel by educators and others interested in aviation education.
- (3) Identify FAA, industry, and local organizations and individuals who can provide aviation education resources.
- (4) Communicate with school and college staffs and teachers and coordinate the use of aviation education resources in their programs, particularly in college and industry teacher-education programs.
- (5) Represent the FAA at appropriate meetings and conferences in the local area.
- (6) Report significant local Aviation Education Program activities through the Facility Manager to the Regional Aviation Education Coordinator.
- (7) Evaluate the local Aviation Education Program on a continuing basis.
- (8) Provide expert advice and materials to public and private schools, colleges, universities and allied professional education associations and organizations including state, county and city departments of education.
- (9) Work with established government and non-government related aviation and aerospace programs and where appropriate, create and encourage new aviation education initiatives in schools and communities that will foster a broad understanding and acceptance of aviation and its contributions to a better quality of life.
- (10) Work with communities and schools in promoting increased understanding of aviation, airports, and air transportation and their economic, social, and career value in our communities and society as a whole.
- (11) Enlist the active support of local private aviation interest groups, individuals and organizations and appropriate governmental agencies in a coordinated effort to implement programs that promote aviation education.
- (12) Coordinate plans for contacts at recognized or potential airway science institutions with local airway science coordinators.

e. At all levels of the agency, supervisors, particularly the designated Aviation Education Coordinators and Facilitators within the regions, centers and facilities, are authorized to encourage employees to participate in aviation education activities as a significant collateral duty along with their primary mission assignment.

f. Supervisors are encouraged to reward such participation by FAA employees on all levels with special and appropriate recognition such as a specific letter or certificate of commendation or other award as a part of the agency and employee's personal Career Development Objectives, when such employee involvement is consonant with the provisions of the pertinent sections of Public Law 94-353, in particular, or other sources mentioned in this chapter.

66. PROCEDURES. The regional director has the responsibility to provide continuing progress reports to the Office of Public Affairs. The actual format of the report may vary from region to region. However, the basic information needed from all regions is standard, and is to include the following:

a. Description of significant aviation education activities (i.e., school visits, teacher workshops, PTA meetings, conferences, conventions, career days, demonstrations, tours, technical assistance, etc.).

b. Individuals contacted; groups or institution represented.

c. Number in audience, or receiving information; age/grade level.

67.-69. RESERVED.

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## CHAPTER 7. SMITHSONIAN/FAA ARTIFACTS AGREEMENT FOR IDENTIFICATION AND TRANSFER OF HISTORICAL MATERIALS

70. PURPOSE. This chapter outlines procedures to be used to identify and transfer significant historical and educational materials to the Smithsonian's National Air and Space Museum.

71. REQUIREMENT. To help safeguard our Nation's aeronautical heritage, FAA has signed an Artifacts Agreement with the Smithsonian Institution to assure the preservation of hardware, documents, and other artifacts which may have historical, educational or technical significance in aeronautics and flight, when such materials are no longer required by FAA. Categories of material include, but are not limited to, aircraft hardware and software, system components, navigation and communications equipment, instruments, significant records, operating handbooks, drawings, photographs, films, tapes, simulators, and FAA memorabilia in general.

### 72. PROCEDURES.

a. When the items described in paragraph 71 are no longer needed for operational or record purposes, FAA property management officials will provide the Smithsonian with either a copy of SF-120, Report of Excess Personal Property (reportable property), or a memorandum listing items of non-reportable property available. Copies of SF-120's and memorandum will be accompanied by a photograph and will be transmitted to:

Smithsonian Institution  
Asst. Director of Aeronautics  
National Air and Space Museum  
Washington, DC 20560

b. Property available from FAA will be evaluated by a Smithsonian committee to determine its historical or technical significance. The Smithsonian will issue shipping instructions for those items desired within 60 days from date of SF-120 or memorandum.

c. The criteria used by the National Air and Space Museum in assessing the significance of museum specimens follow:

(1) Technical. The extent to which the specimen embodies evidence of important technical progress. The incorporation of design, structural, mechanical, electrical, electronic, power-plant, control, and other features superior to prior practice.

(2) Historical. Association with a notable event whereby the utility of aircraft was proven, stamina of personnel was demonstrated, air horizons broadened with emphasis on worthwhile achievement rather than mere stunt performance.

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(3) Economic. Representative of a change in or impact on civilization, or contributive to a definite advance in human progress, or establishment or revised procedures important to mankind.

(4) Biographical. Incorporating the distinctive properties associated with an individual or an organization. Representative of a person's characteristic ideas and accomplishments.

(5) Chronological. Illustrating a period of time, usually marked by trends in design or characteristic appearance.

(6) General Public Interest. Even though the above more serious measurements may not be definitely applicable to a specimen, it must be kept in mind that the Museum's displays must be entertaining to be educational. Thus, some items are considered in relation to public reaction.

(7) Use. Representative of specific application and purpose, embodying individual characteristics pertaining to employment.

(8) Availability. Because curatorial knowledge of specimens is seldom absolute, the worth of an object cannot always be promptly determined on the basis of known facts. Yet, there is an obligation to the present and future art and science of flight to preserve any, and all, specimens that have played a significant role in progress. Thus, at times an item might seem to have vague significance, but its museum value will be greatly enhanced in light of later-acquired knowledge.

d. All costs for packing, crating, and shipment will be borne by the Smithsonian Institution.

73.-79. RESERVED.

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## CHAPTER 8. LOCAL PUBLIC AFFAIRS PROGRAM

80. PURPOSE. This chapter outlines the basic activities of a local public affairs program. It describes functions of certain personnel (designated either as "local coordinators" or simply "coordinators"), who serve on a collateral duty basis, as field extensions of the regional director in implementing such a program.

81. GENERAL. To effectively conduct FAA's mission, it is important that the American public be kept fully informed about FAA's responsibilities and activities. A well-informed public will enable FAA to be more responsive to the needs of aviation. While the Office of Public Affairs and regional public affairs officers can provide information of broad interest to the general public, citizens of individual communities are frequently more concerned with local issues, which can be communicated most effectively at the local level. Thus, while broad, overall FAA activities in managing the national aviation system are interesting to aviation trade magazines and large national and regional news media, local citizens are primarily interested in those FAA activities that daily concern the community in which they live and work. Therefore, some of our most effective public information efforts can be accomplished at the local level.

82. RESPONSIBILITIES.

a. Local coordinators are encouraged, on a collateral duty basis, to plan, organize, coordinate, and conduct, within their areas of interest, specific programs and activities designed to promote greater understanding between FAA and local communities. Coordinators should be carefully selected and designated by the regional director--regardless of race, color, religion, sex, national origin, age, physical or mental handicap--for their knowledge of FAA, experience, aptitude, and interest in this type of work. Designation need not be limited by grade considerations.

b. Regional directors will generally designate a local coordinator in those locations having three or more field offices or facilities. However, local coordinators may be appointed in communities with only two facilities when such appointments will enhance the local public affairs program.

c. Regional public affairs officers shall provide local coordinators with professional and technical guidance, and with specific advice and assistance in meeting public affairs requirements.

d. Individuals designated as local coordinators shall perform their functions under the direction of, and report in that capacity to, the regional director. Local coordinator functions are performed as part-time additions to regularly assigned functions. With respect to their regularly assigned functions, they shall continue to report to their line supervisor.

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8 FUNCTIONS. In planning and implementing a local public affairs program, local coordinators will:

a. Coordinate the planning and implementation of such programs with the regional public affairs office and appropriate field offices to assure a "One FAA" image is projected, and there are no conflicts with other FAA facilities.

b. Respond to queries from local news media, within established FAA policies (including Order 1200.23), when the query concerns a subject on which all information is available locally. Actual, formal, written news releases, other than answers to queries, should be produced only in accordance with instructions issued by the regional director, or with the approval of the regional public affairs officer.

c. Inform the regional public affairs officer immediately of any incident, event or circumstance likely to be of immediate regional or national interest or of any condition that might bring about an undesirable public reaction or unfavorable publicity for FAA. Report, also, any outstanding example of favorable public reaction or condition. When reports containing this type of information are already being transmitted in accordance with other directives, there is no need for a special report to the public affairs officer.

d. Counsel locally assigned personnel about their personal public affairs/community relations responsibilities.

e. Encourage local newspapers and radio/TV stations to keep the public informed about FAA activities through news items, feature stories, etc.

f. Submit written material and photographs about events and individuals for use in employee publications or as background for news releases to be published at regional or national headquarters.

g. Develop and employ an effective local speakers' bureau prepared to present interesting programs to civic groups, churches, schools, and similar organizations, keeping in mind the proscribed organizations referred to in paragraph 134h.

h. While maintaining the necessary objectivity required of an FAA official, identify and interpret to the public those activities (such as airport development plans) that are of meaningful service to that particular community.

i. Tell the "FAA Story" in general, emphasizing agency activities conducted in that particular community, without becoming involved in controversial issues or, in any way, committing FAA, directly or indirectly, to any future course of action beyond the local coordinator's authority and ability to implement.

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j. Represent the agency on all nonprogram matters including arranging for and supervising the participation of local FAA offices in such community activities as fund drives, blood banks, health campaigns, orientation tours and general public service matters.

k. Serve as the point of contact and make required arrangements for those visitors on FAA business not solely concerned with a single program or facility.

l. Encourage, as may be appropriate, citizen involvement as an integral part of any programs supported by FAA grants or contracts (see paragraph 84).

m. Maintain liaison with special groups that may be of particular interest to the FAA in performing its mission: elected officials, political appointees, and other employees of Federal, state, and local governments; aviation constituents; women and minority group organizations; members of trade and professional organizations, and other influential groups.

#### 84. CITIZEN INVOLVEMENT.

a. It is Department of Transportation (DOT) policy to involve citizens in the development of:

(1) Regulations, policies, plans, and programs which have a substantial public interest.

(2) Regional and local transportation facilities, systems, and programs funded by DOT.

b. This citizen involvement will help fulfill DOT's responsibilities to the public, will help provide the Department with a broad range of views on regulations and policies, and can facilitate the efficient completion of transportation projects by avoiding litigation and other delays that often result when citizens are not involved in early stages of planning. Local coordinators can be uniquely effective in implementing this policy by making special efforts to:

(1) Help inform the public of FAA rulemaking activities, such as Advance Notice of Proposed Rulemaking (ANPRM's) and Notices of Proposed Rulemaking (NPRM's) having substantial public interest.

(2) Help inform the public of FAA hearings and public meetings.

(3) Monitor and recommend improvements in FAA's procedures for notifying citizens about hearings, public meetings, and NPRM's.

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(4) Ascertain citizens' positions on relevant issues, and keep the regional public affairs officer informed of citizens' opinions, concerns, and needs, with particular attention to the views of minority and women's groups.

(5) Pass on to the regional public affairs officer those consumer letters that might suggest a significant trend in public attitudes toward aviation and the work of DOT and/or FAA, in particular.

85.-89. RESERVED.



## CHAPTER 9. PUBLIC INQUIRY PROGRAM

90. PURPOSE. This chapter sets forth responsibilities and procedures for processing inquiries received in the Office of Public Affairs from the public, other than those concerning the Freedom of Information Act (see Order 1200.23) and the Privacy Act (see Order 1350.22A).

91. GENERAL. It is agency policy to respond to public inquiries in a timely manner. Inquiries from the public are received by telephone, by mail, and from visitors, and range from requests for information about agency activities to consumer complaints about aviation safety. Special care must be taken to ensure that responses are accomplished by responsible and knowledgeable agency officials.

92. RESPONSIBILITIES.

a. The Office of Public Affairs, as the principal spokesperson for the agency, ensures that programs, policies, objectives, and other relevant information concerning FAA are presented consistently to the public. The Community and Consumer Liaison Division (APA-200) is responsible for monitoring and analyzing FAA responses to consumer complaints and requests for information, for maintaining a public information center, and for responding to public inquiries and requests for general information and publications. Specifically, APA-200 shall:

(1) Ascertain, upon receipt of any inquiry other than a request for a publication(s), which agency organization has primary program responsibility so that the material can be forwarded promptly to that organization for action. The organization selected shall be designated the Office of Primary Responsibility (OPR). When more than one organization shares program responsibility, the OPR shall be that organization best equipped to answer the query. The OPR shall be one of the following organizations in:

(a) Washington headquarters--the appropriate office/service.

(b) Regions and Centers--the control point designated by the regional/center directors.

(2) Acknowledge receipt of the correspondence, and inform the inquirer where the communication has been referred, giving the name and mailing address of the OPR. APA-200 shall establish and maintain a log, or similar control, for tracking agency responses to consumer complaint letters.

(3) Assure that public requests for information and publications are answered promptly. APA-200 shall maintain an adequate supply of popular publication. to expedite responses.

b. Heads of offices, services, regions, and centers are responsible for designating a control point within their respective organization that will be responsible for ensuring responsive and timely action on public inquiry referrals from APA-200.

93. TIME LIMITS. In accordance with Order 1360.16, FAA Correspondence Manual, replies to public inquiry requests are due within 15 working days from the date of receipt in the action office unless a different due date is specified.

94. PROCEDURES. The office of primary responsibility shall:

a. Establish the signatory level based upon delegated authority, within each organization.

b. Coordinate replies with other agency organizations when program responsibility is shared with them. This procedure ensures a more positive approach for facilitating a single position on sensitive matters and for preventing possible embarrassment to the agency.

c. Advise APA-200 after it has first determined that it is not the appropriate OPR. In such situations, the inquiry may be referred to the proper office only after it has notified APA-200 of the change.

d. Comply with paragraph 93. Discretion shall be exercised when handling priority correspondence.

e. Explain to the inquirer the nature of each delay and when a full reply can be expected.

f. Furnish APA-200 a copy of each reply to a request for information which was referred to the OPR by APA-200.

g. Approve orders for publications in excess of 10 copies before being filled by the DOT warehouse.

h. Prepare and mail acknowledgements of interim replies by letter or FAA Form 1360-15, Correspondence Acknowledgement Card, within two days after receipt of the letter if the specified time limits in paragraph 93 cannot be met.

95.-99. RESERVED.

## CHAPTER 10. PUBLICATIONS AND PERIODICALS

100. PURPOSE. This chapter describes procedures for the approval, review and release of public-use publications and periodicals proposed for distribution by all FAA elements.

101. SCOPE. The provisions of this chapter apply to all organizational elements within FAA and to all publications and periodicals defined in the following paragraph.

102. DEFINITIONS.

a. Publications. This includes all:

(1) Brochures, pamphlets, books, and monographs designed to inform the general public of FAA's past, present, and future policies and major operating programs.

(2) Materials providing first-time announcements of anticipated programs, policies and expenditures or what could be construed as subjective evaluations of existing or future aviation policies and systems.

(3) Materials designed to directly promote the growth and expansion of aviation, such as brochures used for stimulating interest in aviation careers or informing communities about how to apply for airport planning or expansion grants.

b. Periodicals. This includes all publications specifically designated in OMB Circular No. A-3, Government Periodicals, that are produced for public use.

103. EXCLUSIONS. This chapter excludes publications prepared:

a. For the use of highly specialized, technically oriented users of FAA services and systems. Regulatory and advisory publications which derive their publishing requirements from various United States Statutes governing the basic mission of FAA and which are the principal means by which FAA publishes regulatory and advisory information to the aviation public are also excluded. Some examples of these publications are:

- (1) Advisory circulars.
- (2) Airman's Information Manual.
- (3) Airworthiness directives.
- (4) Enforcement activities.

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- (5) Federal Aviation Regulations.
- (6) International Flight Information Manual.
- (7) Notices of Proposed Rulemaking.
- (8) Notices to Airmen.
- (9) Type certification.
- (10) Technical standard orders.
- (11) VFR and IFR Exam-O-Grams.
- (12) Accident Prevention publications.
- (13) Consultative Planning Conference Proceedings.

b. By offices and services as part of their official function. These publications are primarily intended for internal FAA use; however, some are released for sale to the public. Some examples are:

- (1) Aeromedical reports.
- (2) Directives.
- (3) Instruction books.
- (4) Maintenance manuals.
- (5) Scientific and technical reports.

#### 104. RESPONSIBILITIES.

a. The Office of Public Affairs has the sole responsibility for submitting all requests for publications and periodicals that are covered in paragraph 102 to the OST Office of Public Affairs (A-1). In so doing, the Office of Public Affairs is attesting that all proposed projects meet specific FAA operational needs, that they are adequately justified, that they are needed in the public interest, and that they comply with agency policy, clarity of expression, good taste, and economy of space.

b. The Office of Management Systems is responsible for assuring that all publications and periodicals meet Government standards with respect to printing, graphics, etc., and for processing the printing requests through established procedures.

# 105. PROCEDURES.

a. Regions, centers, offices, and services wishing to publish and distribute publications or periodicals covered by this chapter will submit requirements in writing to the Office of Public Affairs. These requests must bear the approval of the regional, center, office, or service head. Those offices reporting to an associate administrator must submit their requests through that official.

b. Each proposal shall include at least the following:

- (1) Purpose of the proposed publication or periodical.
- (2) How the subject matter meets a compelling agency goal.
- (3) Identification of the intended audience.

(4) Identification of other organizational elements with which the proposal has been or should be coordinated, including the result of any prior coordination.

(5) An indication of when the completed publication or periodical is intended to satisfy program plans.

(6) Guidelines to be used in establishing the number of copies to be printed and how they are to be distributed.

(7) In rare instances where multiple color printing may be necessary, detailed justification must be shown.

c. If the requests are well documented and justified, they will be transmitted by the Office of Public Affairs to A-1. If the requests appear to need amplification, they will be returned to the originating office prior to submission to A-1.

d. When A-1 takes action on the request, notification will be made to the originating office by the Office of Public Affairs.

e. A final review will be made by the Office of Public Affairs when the publication is in its final stages of production, but prior to actual typesetting or printing. The originating office is to provide the Office of Public Affairs the final marked-up copy, dummy and layout complete with all artwork along with a completed Form DOT F 1700.3, Printing, Binding, Distribution, and Editorial Services Request, before the document is submitted to the Office of Management Systems (AMS-410) for printing. The Office of Public Affairs will place an approval stamp on the form signalling its concurrence for AMS-410 to take the necessary steps for typesetting and printing.

# 106.-109. RESERVED.

## CHAPTER 11. EMPLOYEE INFORMATION

110. PURPOSE. This chapter sets forth the responsibility for an information program covering all phases of the agency's operation, designed to provide employees with complete facts and background information in a clear and rapid manner.

111. DEFINITIONS.

a. Employee Newspaper. A monthly newspaper, FAA WORLD, devoted to agency information of national and regional scope will be published for distribution to all FAA employees from information provided by headquarters, regional, and center public affairs personnel.

b. Newsletters. A system of agency newsletters, produced by headquarters, regional and center public affairs personnel for employees in their area of coverage, will be used for rapid communication to employees. Each newsletter shall be entitled INTERCOM.

(1) Washington INTERCOM. A newsletter covering agency matters and items of interest to employees will be distributed within headquarters and also mailed weekly to regional and center directors and other appropriate officials.

(2) Regional, Aeronautical, and FAA Technical Center INTERCOM'S. Newsletters prepared by regional and center public affairs personnel periodically will be distributed to employees within the region or center. These newsletters will incorporate regional or center items of interest and appropriate national items contained in the headquarters newsletter.

c. Agency Telecommunications System. Where need for faster communication to all employees is necessary, as determined by the Administrator, FAA's telecommunications system will be used for rapid distribution to all field facilities and offices. In a like manner, regional directors may use this means of quick communication when they deem it appropriate on a regional basis.

112. RESPONSIBILITIES.

a. The Office of Public Affairs is responsible for:

(1) Maintaining the overall effectiveness of the employee information program.

(2) Preparing and editing agency-wide copy for the magazine and newsletter, editing the magazine, establishing publishing schedules and maintaining the integrated FAA-wide system of employee information.

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(3) Providing standards and guidance to the regional and center directors in the conduct of the field program.

(4) Providing suitable promotional programs and materials across the informational spectrum in support of EEO and Human Relations Program objectives in FAA.

b. Regional and center directors are responsible for the accomplishment of the employee information program in the field and through their public affairs officers will plan, assemble, edit and forward appropriate copy and photos to headquarters for inclusion in the monthly employee magazine.

c. Regional and center directors are responsible for furnishing guidance to the public affairs officers in their regular issuance of the periodical newsletters referred to in paragraph 111b.

113.-119. RESERVED.

## CHAPTER 12. PUBLIC SPEAKING ACTIVITIES

120. PURPOSE. This chapter prescribes requirements and procedures regarding public speaking activities and outlines prescribed procedures for obtaining necessary clearances of speeches and technical papers.

121. REQUIREMENTS.

a. All speeches and papers of a policy nature, as described in paragraph 121b that are to be delivered by FAA employees before any audience, government and non-government, are to be cleared as follows:

(1) Presentations by Washington headquarters personnel are to be cleared by the Office of Public Affairs and the appropriate associate administrator.

(2) Presentations by regional or center personnel are to be cleared by the regional or center public affairs officer and the appropriate division chief, staff head, or in the case of the Europe, Africa and Middle East Office (AEU) by the head of the office.

(3) Presentations to be made before an international audience other than by personnel of AEU, in addition to clearance by APA, are also to be cleared by the Office of International Aviation (AIA).

b. Examples of the type of speech or paper requiring such clearances are:

- (1) Future programs.
- (2) Anticipated budgets.
- (3) Proposed rulemaking.
- (4) Systems evaluations.
- (5) Other subjects of a policy nature.

c. Examples of the type of speech or paper excluded from the general requirement for clearance are:

(1) Speeches in which employees describe their particular job or facility.

(2) Speeches and papers that merely describe the basic responsibilities or routine, non-research activities of the agency.



**122. PROCEDURES.**

a. Each employee scheduled to deliver a speech or technical paper shall submit materials through channels to the office or service director, the division chief (in the regions and centers), as well as the appropriate associate administrator.

b. In Washington, after such review and approval have been obtained, the material will be forwarded to the Office of Public Affairs for policy review. At the regional and center level, the material will be cleared by the regional and center public affairs officer, or in the case of AEU, by the head of the office.

c. Requests for clearance and approvals may be made in informal letter form, but it is suggested that FAA Form 1300-2, Clearance Record, be used. Appendix 5, Sample Form for Clearing a Speech or Paper, contains a completed sample form.

d. The following information must accompany the speech or report material:

- (1) Name of the sponsoring organization.
- (2) Purpose of the meeting.
- (3) Date, time and place of the meeting.

e. All material must be submitted to the Office of Public Affairs or to the regional or center public affairs officer at least five work days prior to the scheduled presentation.

f. In the event that an employee who is not in a position to speak on behalf of the FAA deviates from approved material, makes an extemporaneous speech or offers unprepared comments on matters of a policy nature, the employee must submit a resume of what was said to the Office of Public Affairs, to the regional or center public affairs officer, or in the case of AEU, to the head of the office as soon as practicable. If an employee attending a meeting in an unofficial capacity is called upon to make remarks or offer comments about FAA-related activities, the employee must preface such remarks with a statement that the views and comments do not necessarily reflect the policy of FAA.

**123.-129. RESERVED.**

## CHAPTER 13. ATTENDANCE BY FAA EMPLOYEES AT EXTERNAL NATIONAL MEETINGS

130. PURPOSE. This chapter prescribes responsibilities and guidelines covering official participation by FAA employees in external national meetings and events having public affairs impact.

131. DEFINITIONS. External meetings and events include conferences, conventions, seminars, symposia, air shows, and fly-ins sponsored by outside organizations. Having public affairs impact means events having a potential impact on the image or understanding of the agency by the public.

132. EXCLUSIONS. Examples of the types of meetings or events excluded from the provisions of this chapter are:

a. Meetings that are being held for the primary purpose of discussing matters relative to the conduct of routine, day-to-day agency business, e.g., meetings of FAA-industry and interagency technical working groups.

b. Events in which FAA participation is in the form of providing technical support, such as mobile air traffic control services at fly-ins.

c. Events that employees attend in a non-official, non-duty status.

133. RESPONSIBILITIES.

a. Approval authority for attendance shall be as follows:

(1) Associate administrators approve their own attendance and attendance by employees of the organizational elements under their direction. Authority may be delegated to office and service directors. Office and service directors who are delegated such authority shall notify their associate administrator of all approvals granted.

(2) Heads of offices and services reporting directly to the Administrator approve their own attendance and attendance by employees under their direction.

(3) Regional and center directors approve their own attendance and attendance by employees under their direction.

134. GUIDELINES. The guidelines for participating in external national meetings and events at government expense are:

a. Attendance shall be limited to meetings that are directly related and essential to the performance of an FAA program or mission.

b. Attendance shall be limited to agency employees directly concerned with the specific agency programs and activities to be discussed and who are in a position to officially represent the views of the agency.

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c. The number of participants shall be limited to the minimum required to relate the information obtained from the meeting to the achievement of the agency's mission.

d. Where attendance is appropriate, efforts shall be made to minimize associated travel expenses by designating, as participants, employees who are located at or near meeting sites.

e. Attendance at Government expense shall not be authorized when the primary benefit is to the individual employee rather than to the accomplishment of the agency's mission. However, a liberal policy of granting annual leave should be adopted, consistent with the mission and workload requirements, so that employees who desire to do so may attend in an unofficial capacity.

f. Attendance shall not be authorized in lieu of personnel benefits, incentives, or rewards for past or present performance.

g. Proposed attendance, as an official representative of FAA, at meetings of employee organizations and labor and union groups shall be coordinated prior to acceptance with the Office of Labor and Employee Relations or the regional or center Human Resource Management Divisions.

h. FAA employees shall not knowingly attend or participate as a representative of the agency, or authorize another to so act as a representative, in any event, meeting, or organized activity conducted at a public or non-public facility if the facility or sponsoring organization practices discrimination based on race, color, religion, sex, national origin, age, or physical or mental handicap (see paragraph 107 of Order 1400.8, Equal Opportunity in FAA Employment).

135.-139. RESERVED.

APPENDIX 1. PUBLIC LAW 94-353, SECTION 21  
AVIATION INFORMATION DISTRIBUTION PROGRAM

Congress and the Administration are aware that the FAA and its predecessor organizations have provided aviation education programs that have attained various levels of success. However, those aviation education programs have never had the focus that is provided by Public Law 94-353, Appendix B, Section 21. Specifically, that law provides as follows:

Section 21. (49 U.S.C. 1345a) In furtherance of his/her mandate to promote civil aviation, the Secretary of Transportation acting through the Administrator of the Federal Aviation Administration shall take such action as he/she may deem necessary within available resources, to establish a civil aviation information distribution program within each region of the Federal Aviation Administration. Such program shall be designed so as to provide state and local school administrators, college and university officials, and officers of civil and other interested organizations, upon request, with informational materials and expertise on various aspects of civil aviation.

In providing additional background on what Congress had in mind, the Conference Report No. 94-1292, dated June 3, 1976, stated in part as follows:

It is expected that the program will be designed so as to provide officials of education and civic organizations with informational materials and expertise on various aspects of civil aviation as one means of promoting broader understanding of aviation as a transportation mode of growing importance in our total, integrated transportation system. It seems evident that the role...aviation can play in meeting our transportation needs in the years to come is not now sufficiently understood, nor are the resources available to use readily accessible to the public and private educational community and to civic leaders.

This provision of the bill is intended to place greater emphasis on increasing the general public's knowledge of the dynamics of aviation and the key role air transportation plays in improving the economic and social life of all Americans.

Further, every effort must be made to acquaint the young people with the full potential of finding careers in air transportation systems and general aviation as well as broadening their perspective of how aviation and our transportation systems can bring about a more balanced population pattern and an improved quality of life.

The disappearance of airports and the lack of understanding by the public generally has inhibited our ability to plan, design and construct the type of integrated and environmentally acceptable airport system desired and needed.

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1200.8C  
A. Appendix 1

The mounting attacks on airport facilities have made it all too clear that too few of our citizens are well enough informed about aviation and aerospace to understand the full implications and potential they do and will contribute to the economy of our nation and our expanding trade relations with the countries of the world.

The FAA should vigorously pursue this program in conjunction with established aviation and aerospace programs of a similar nature being conducted under non-governmental auspices.

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1200.8C  
Appendix 2

APPENDIX 2. NATIONAL PLAN OF INTEGRATED AIRPORT SYSTEMS CONFERENCE REPORT  
NO. 97-760 OF THE TAX, EQUITY AND FISCAL RESPONSIBILITY ACT OF 1982

To further clarify the intent of Congress with regard to the need for a systematic approach to airport development, the National Plan of Integrated Airport Systems Conference Report No. 97-760 of the Tax, Equity and Fiscal Responsibility Act of 1982, dated August 17, 1982, states:

The Conference substitute continues the requirement of a system plan for the national air transportation system. The plan shall include the type and estimated cost of eligible airport development necessary to provide a safe, efficient and integrated system of public use airports to meet the needs of civil aeronautics, the national defense, and the postal service. Airport development identified by the plan shall not be limited to the requirements of any classes or categories of public use airports and in reviewing and revising the plan the Secretary shall consider the needs of and consult with all segments of civil aviation.

The conference substitute also clarified that the plan should provide for the development of an integrated system of public use airports. To emphasize the importance of this concept, the plan is designated as the National Plan of Integrated Airport Systems.

The concept of Integrated Airport Systems has special application to the metropolitan areas of the country. The basic objective of the Integrated Airport System is to develop a master plan for airport site selection based on the airspace capacity of a given area.

The cornerstone of the Integrated Airport System concept is its emphasis on the development and improvement of reliever airports. These airports not only relieve congestion in our major metropolitan areas by attracting air traffic away from the busier air carrier facilities, but also provide badly needed access to these areas for general aviation. Implementation of a viable reliever system is therefore critically needed to increase the safety and capacity of our national airport system while giving full recognition to the importance of general aviation for the economic development of these areas.

Because the conferees recognize the importance of improving our reliever system without further delay, the Conference Report sets aside a substantial portion of ADAP funds to accomplish these objectives. Accordingly, the Conference Report would fund reliever airports at a minimum of 10 percent of the total funds made available under the ADAP program--an amount which could result in reliever funding at an average of approximately \$80 million per year over the 6-year period covered by the legislation.

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It is critical that we implement the Integrated Airport System in metropolitan areas at the earliest possible date. The same concepts can be applied to rural areas throughout the U.S. where a number of communities in need of air transportation and airport services could establish an airport authority or by joint powers agreement adopt and implement the integrated airports concept.

The Conference Report includes a number of provisions to ensure that high priority is given to the integrated airport concept. As has been discussed, the National Airport System Plan will now focus on the integrated airport concept, and there will be guaranteed minimum funding for integrated airport system planning. In addition, the policy statements of the Act have been amended to emphasize the importance of this concept and to provide that in establishing priorities for the distribution of funds, the Secretary may give priority to projects that are consistent with integrated airport system plans. (For a further discussion of these important concepts, see the remarks of Cong. Don Clausen as printed in the August 9, 1967 Congressional Record, beginning on p. 10234.)

In addition, the original authorizing legislation, the Tax Equity and Fiscal Responsibility Act of 1982, states:

Title V., Sec. 502 Declaration of Policy, paragraph (a)(9), "It is in the national interest to develop in metropolitan areas an integrated system of airports designed to provide expeditious access and maximum safety."

Sec. 504 National Airport and Airway Systems Plans, paragraph (a), Formulation of Airport Plan, "Not later than two years after the date of enactment of this title and every two years thereafter, the Secretary shall publish the status of the existing national airport system plan to provide for the development of public-use airports in the United States. The plan shall include the type and estimated cost of eligible airport development considered by the Secretary to be necessary to provide a safe, efficient, and integrated system of public-use airports to anticipate and meet the needs of civil aeronautics, to meet requirements in support of the national defense as determined by the Secretary of Defense, and to meet identified needs of the Postal Service. Airport development identified by this plan shall not be limited to the requirements of any classes or categories of public-use airports. In reviewing and revising the plan, the Secretary shall consider the needs of all segments of civil aviation, and take into consideration, among other things, the relationship of each airport to (1) the rest of the transportation system in the particular area, (2) the forecasted technological developments in aeronautics, and (3) developments forecasted in other modes of intercity transportation. After the date of enactment of this title, the revised national airport system plan shall be known as the national plan of integrated airport systems."

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6. Prior to public release, the producer shall permit the Federal Aviation Administration to review the script and completed film (preferably at interlock stage) or tape resulting from the privilege granted herein to verify that it conveys an accurate and honest portrayal of the FAA facility or facilities specified above.

7. There shall be no variations or departure from the terms of this agreement without prior written consent of the Federal Aviation Administration.

8. At any time, and for any reason, the Government may terminate the producer's right hereunder to use the Government facilities specified above.

9. The producer shall, prior to reuse or release for reuse, in whole or in part, of any motion picture or videotape documentary made under the provisions of this order, notify the (Region/Center) Public Affairs Officer.

FOR: Federal Aviation Administration  
Production

FOR: Film or Videotape

Authorized Representative: \_\_\_\_\_

Producer: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



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**CLEARANCE RECORD**  
(See Instructions on Reverse)

KIND OF DOCUMENT

IDENTIFICATION (if any) Appendix 5

Speech/Paper

ch/Paper	
PERSON MOST FAMILIAR WITH ATTACHED	
	TELEPHONE

NAME \_\_\_\_\_

ROUTING SYMBOL

TELEPHONE

Benjamin Martin

▲IM-775

126-3456

Proposed Speech: "Tomorrow NAVAIDS"  
ways Engineering Society Meeting  
 ATTACHED WHAT DOES IT DO? (Continue on reverse)

Airways Engineering Society Annual Meeting  
March 13, 1988  
Sheraton-Belvedere Hotel  
Philadelphia, Pennsylvania

**SAMPLE**

POSED DISTRIBUTION (Spell out - Do not use code)

**ORIGINATING OFFICE CLEARANCE**

ORIGINATING OFFICE CLEARANCE					DATE	OFFICE FORMS APPROVAL	OFFICE REPORTS APPROVAL
TING BOL	INIT	ROUTING SYMBOL	DATE	SIGNATURE AND ROUTING SYMBOL	DATE		
		ATM-5					
					DEADLINE DATE		

## CLEARANCE ROUTING

[illegible]

**AFTER APPROVAL SEND TO:**

**A Form 1300-2 (10/82)**